

LONG MAN PARISH COUNCIL

www.longmanpc.org

Scheme of Delegation

This scheme authorises the Proper Officer and Responsible Financial Officer (which may be one and the same person), Council, committee/s and any affiliated bodies of the Council to act with delegated authority in the specific circumstances detailed.

1. Responsible Financial Officer

The Clerk shall be the Responsible Financial Officer (RFO) to the Council and shall be responsible for the Council's accounting procedures, in accordance with the Accounts and Audit Regulations in force at any given time.

Areas of Responsibility

The RFO has the delegated authority from Long Man Parish Council:

- i. To review annually and update Financial Regulations, ensuring they are observed and make appropriate recommendation to the Council
- ii. To ensure that all agreed reserves are managed in line with the Council's Financial Regulations
- iii. To collate and prepare year-end accounts ready for approval by Council and submission to audit
- iv. To receive and review both internal and external audit reports and arrange for implementation of any recommendations (the Internal Auditor carries out an annual audit and is appointed by the Council. The External Auditor carries out an annual audit of the Annual Return and is appointed by the Audit Commission).
- v. To consider the administration of the Council's bank account and other financial dealings and make recommendations to the Council
- vi. To oversee all legal matters pertaining to leases, mortgage, insurance claims, contracts, loans, insurance cover, damage to property and report and make recommendations to the Council
- vii. To authorise expenditure within approved budgets and in accordance to the Council's Financial Regulations
- viii. To approve the selection of Contractors
- ix. To approve any operational and maintenance requirements to items within the Council's control

Budget Statement

The RFO shall prepare and submit a draft annual budget for approval to the November Council meeting each year.

The RFO shall prepare and submit a final annual budget for approval to the Council at the January meeting each year.

2. Proper Officer

The Clerk shall be the Proper Officer of the Council and as such is specifically authorised to:

- i. Receive and sign Declarations of Acceptance to office

- ii. Take and record minutes of meetings
- iii. Receive and record notices disclosing pecuniary interests
- iv. Review annually and update the Council's Documents and Policies for approval by the Council, ensuring they are observed and make appropriate recommendations to the Council
- v. Receive and retain plans and documents
- vi. Submit the Council's agreed responses regarding Planning applications to the relevant planning authority
- vii. Sign notices or other documents on behalf of the Council
- viii. Receive copies of by-laws made by a primary local authority
- ix. Sign summonses to attend meetings of the Council
- x. Receive documents in relation to complaints received under the Member's Code of Conduct and report this at the next meeting of the Council
- xi. Ensure compliance with all legal requirements impacting upon business of the Council
- xii. Manage the day-to-day administration of services, together with routine inspection and control
- xiii. Manage the collective and agreed response to external Press and Media on behalf of the Council in liaison with Council members
- xiv. Undertake training and/or attendance as previously authorised within budget

Delegated actions of the Clerk shall be in accordance with the Council's adopted Standing Orders, Financial Regulations and this Scheme of Delegation, and with directions given by the Council from time to time.

3. Council

The following are matters reserved to the Council for decision, noting that the appropriate Committee/s or affiliated bodies may make recommendations for the Council's consideration:

- i. Setting the Precept
- ii. Borrowing Money
- iii. Approval of expenditure within approved budgets
- iv. Approval of tendering and selection of contracts
- v. Approval of any virement and supplementary budget requests within the Council's agreed overall budget
- vi. Approval of capital expenditure and planned and preventative maintenance expenditure with respect to assets
- vii. Approval of changes to the Council's fixed asset register
- viii. Approval of a health and safety policy, with respect to assets and use of any premises, that complies with legislation and to ensure that appropriate checks and assessments are carried out
- ix. Making, amending or revoking Stranding Orders, Financial Regulations or this Scheme of Delegation
- x. Approval of Council Policies and Documents
- xi. Making, amending or revoking by-laws
- xii. Making of orders and entering into contracts under any statutory powers
- xiii. Matters of principle or policy
- xiv. Approval of any Council run events, which enhances the Parish and benefits the Community
- xv. Nomination and appointment of representatives of the Council to any other authority, organisation or body
- xvi. Any proposed new undertakings

- xvii. Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Parish
- xviii. Approval of the Annual Accounting Return for external audit
- xix. Review of the pay and conditions of service of existing employees on an annual basis before approval of the annual budget
- xx. Appointment or dismissal of the Clerk and other contractual issues relating to conditions of service
- xxi. Any other matters not otherwise devolved/delegated to a Committee of the Council

4. Planning

The South Downs National Park Authority (SDNPA) will determine planning applications for areas of the parish which fall within its boundaries.

Wealden District Council will determine planning applications within the district but outside of the SDNPA boundary.

Long Man Parish Council will act as a non-statutory consultee in the planning application process, with the Council considering and preparing a response on behalf of the Council, after consultation, in respect of such applications. Planning applications shall be circulated via email to Long Man Parish Council members as soon as possible after receipt by the Clerk from the Planning Authority.

Areas of Responsibility

Long Man Parish Council has delegated authority:

- i. To make representations to the Local Planning Authority on applications for planning permission which have been notified to the Council
- ii. To make representations in respect of appeals against refusal of planning permission
- iii. To identify and make representations to the relevant authorities in respect of enforcement action or any other matters considered to be breaches of planning regulations
- iv. To monitor, review and where necessary make recommendations to the Council for amendments to the planning consultation procedure
- v. To deal with any other planning related matter

5. Committees/Working Groups

Committees and sub-committees, and working groups shall, at all times, act in accordance with the Council's Standing Orders, Financial Regulations and this Scheme of Delegation and, where applicable, any other rules, regulations, schemes, statutes, by-laws or orders made and with any directions given by the Council.

- i. Committees may be formed by resolution of the Council at any time. The work of such a committee will be decided upon at the time it is formed by means of a Council meeting Minute detailing the terms of reference. Minutes of all such meetings will be received at the following Council meeting and agreed as a true and correct record at the following committee meeting.
- ii. Working groups may be formed by resolution of the Council or a committee at any time. The work of such a working group will be decided upon at the time it is formed by means of a Minute detailing the terms of reference. Each working group will report back with recommendations to the Council or the Committee that formed it.